

Firefighter Candidate Application Package

Please read the following information carefully before submitting an application for a Firefighter position.

Applications are only accepted for positions that are posted; the next expected Firefighter recruit class will have a start date of approximately January, 2017. The City of Saskatoon posts its vacant positions on the Current Employment Opportunities page at www.saskatoon.ca

Applicants are required to submit complete application packages when applying for Firefighter positions. Please ensure a complete application package is submitted. **Individuals who submit incomplete application packages will not be considered in the competition.**

The following documents make up a complete application package:

- ☐ Cover letter
- ☐ Resume
- ☐ Copy of Fire College Transcripts
Copies of certificates are not required at the application stage. Applicants will be asked to provide copies of certificates if they are offered a Firefighter position.
- ☐ Copy of Saskatchewan Primary Care Paramedic Licence showing 2011 NOCP level of practice
- ☐ Copy of Valid International Trauma Life Support (ITLS) certificate
- ☐ Copy of a certificate of successful completion of Candidate Physical Abilities Test (CPAT), or certificate of successful completion of the Saskatoon Fire Department Physical Abilities Test (SFD-PAT)
- ☐ Current Driver's Abstract, dated no more than 30 days prior to the closing date of the Firefighter posting
Provincial equivalents will be accepted; out of province applicants who are offered a Firefighter position must show proof of a Saskatchewan driver's license on their first day of work

Please note that costs associated with the recruitment and selection process are the responsibility of the applicant. This includes expenses such as:

- Driver's Abstract
- Travel/Accommodation to/from interview(s)
- Medical Examination
- Vision Test
- Hearing Test
- Physical Fitness Testing – CPAT or SFD-PAT

Only applicants considered for interviews are contacted. The City of Saskatoon thanks all applicants for their interest. Applicants are advised that all interactions with the Saskatoon Fire Department during the process are considered when screening and assessing applicants.

Firefighter Selection Process

The selection process consists of 4 steps which are outlined below. The number of applicants advancing in each step may vary.

Any applicant not being advanced to the next step in the process will be advised in writing.

Step 1: Screening Interview

This is a new step in the recruitment process. During this step, selected candidates will participate in a brief introduction interview to review their qualifications with representatives from Human Resources and Saskatoon Fire Department.

Step 2:

This step has two parts. The order that each part occurs will be scheduled based on operational requirements and interview schedules. There is no preferred order to complete each part but both parts must be completed. The Ride-Along and Station Assessment is a new part in the recruitment process.

Panel Interview

Applicants successfully advancing from Step 1 will be invited to participate in a panel interview conducted by representatives from Saskatoon Fire Department and Human Resources.

Ride-Along and Station Assessment

This is a new step in the recruitment process. Applicants successfully advancing from Step 1 will be assessed by an on-duty crew after spending approximately eight hours with the crew. Candidates participating in the Ride-Along will be required to sign a waiver to participate.

Step 3: Verbal Conditional Offer of Employment

The panel will select successful applicants using all information gathered in Steps 1 and 2. Successful applicants will receive a verbal conditional offer of employment. The verbal offer of employment is conditional upon satisfactory completion of the following items:

- Medical Examination
- Vision Test
- Hearing Test
- Criminal Record Check including Vulnerable Sector
- Reference Checks

Step 4: Offers of Employment

Upon receipt of satisfactory completion of all of the above items Human Resources will remove the conditions from the offer of employment, and a written offer will be extended to successful applicants.